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ABSTRACT

This booklet is intended to help mainstreamed mentally retarded, emotionally disturbed, or learning disabled high school students acquire a basic understanding of the responsibilities and working conditions of receiving clerks and to practice basic math skills necessary in the occupation. The first section provides a brief introduction to the occupation by focusing upon those job tasks of a receiving clerk with which the student is likely to be familiar. The next two sections deal with the work environment of the typical receiving clerk and the training, education, and experience needed for the occupation. Exercises addressing basic math skills used by receiving clerks are provided. Various suggestions are listed for students interested in further exploring the occupation of receiving clerk. A glossary and answer sheet conclude the booklet. (YLB)

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MATH on the job

Receiving Clerk

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MATH ON THE JOB:

RECEIVING CLERK

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MATH on the job

Receiving Clerk

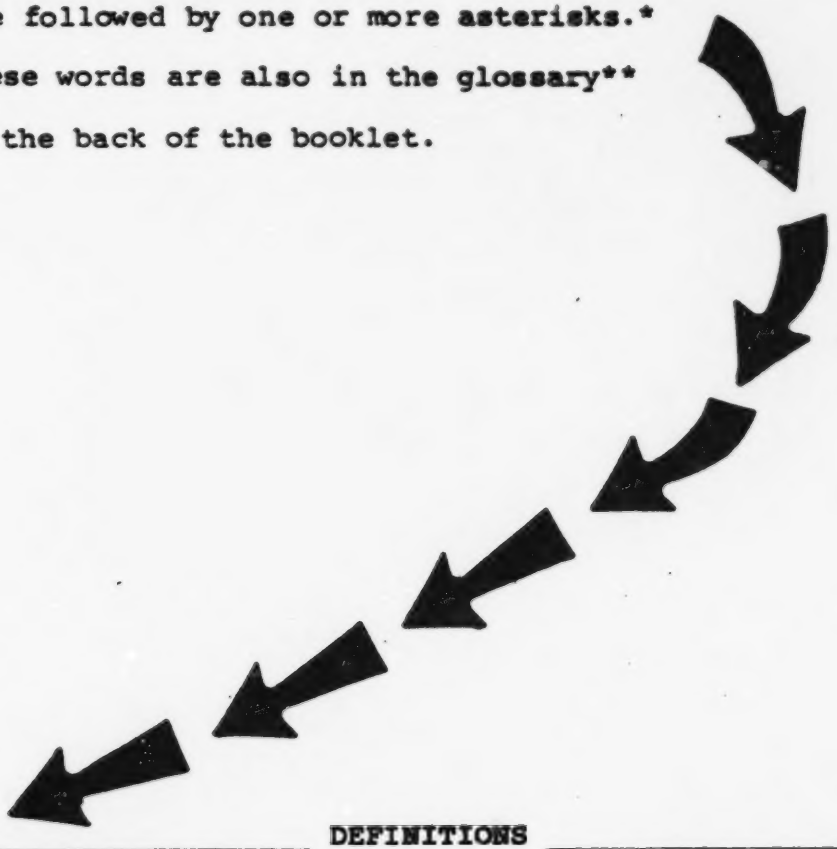
In this booklet, you can--

- find out what a receiving clerk does
- see how a receiving clerk uses math
- get a chance to use math as a receiving clerk
- find out the types of things a receiving clerk needs to know
- find out what courses, training, and experience you need to become a receiving clerk

SPECIAL WORDS USED IN THIS BOOKLET

Workers in many jobs use special words or special meanings for words. Learning these words helps you to learn about a job.

You will find some of these special words in this booklet. When these words, and some hard words, are used for the first time, they are followed by one or more asterisks.* These words are also in the glossary** at the back of the booklet.



DEFINITIONS

*An asterisk (*) is a symbol that tells you to look at the bottom of the page for the meaning, or definition, of the word.

**A glossary is a list of words with their meanings.

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HAVE YOU EVER...

- unpacked an item you purchased and checked to make sure all the parts were there?
- counted the number of items in a package and compared your count with the number of items recorded on the package?
- checked items delivered to your home to make sure the items are not damaged?
- watched a receiving clerk check and count items in a store or warehouse?

If you have, then you have some idea about the work of a receiving clerk.

This book will help you learn about the work of receiving clerks and how math is important to them.

WHAT DOES A RECEIVING CLERK DO?

As a receiving clerk, you will receive and check items at a store, warehouse, or factory. You will--

- unload and unpack items or merchandise
- check to make sure items or merchandise have been received as ordered
- make sure the items received are not damaged

Receiving clerks use math in their work every day. As a receiving clerk, you--

- count, add, subtract, multiply, and divide
- use whole numbers, decimals, and fractions
- fill out forms which show how many items were received, damaged, or lost
- compare information recorded on a package with information recorded on an order form or invoice*
- keep track of shipment size
- estimate the number of items or parts in a shipment

DEFINITION

*An <u>invoice</u> is an itemized list of merchandise. An invoice lists the amount of merchandise shipped and the price.

A receiving clerk uses math to compare numbers.

EXAMPLE

A receiving clerk must compare information recorded on a package with information recorded on an order form or invoice. One bit of information a receiving clerk must check is the item stock number. The stock number is listed on the package label and the invoice or order form. The two numbers must be the same. Look at the two stock numbers below. Are they the same?

226 24E 226 24E

In this example, the stock numbers are the same.

NOW YOU TRY IT

Practice Exercise A

The numbers listed below are item stock numbers. The numbers on the left are printed on the package labels. The numbers on the right are listed on the order form or invoice. Both numbers on each line should be the same. Are they?

	Package Label Stock Number	Invoice Stock Number	Yes	No
1.	242 23E	242 23E	___	___
2.	261 09E	261 09B	___	___
3.	242 22E	242 22E	___	___
4.	261 08E	261 08E	___	___
5.	242 21E	242 20E	___	___
6.	242 20E	242 21E	___	___
7.	247 44E	247 44E	___	___
8.	247 02E	242 02E	___	___

A receiving clerk uses math to keep track of shipment size.

EXAMPLE

Merchandise is delivered in two ways: bulk delivery vans and conventional delivery trucks. Bulk delivery vans can carry up to 1200 cases per van. Conventional delivery trucks can carry up to 250 cases per truck. How many cases of merchandise can be delivered by 3 bulk delivery vans?

To find this amount, multiply the number of cases a bulk delivery van can carry by the number of vans.

$$1200 \times 3 = 3600$$

Three bulk delivery vans can carry 3600 cases of merchandise.

NOW YOU TRY IT

Practice Exercise B

Bulk delivery vans carry 1200 cases per van.
Conventional delivery trucks carry 250 cases per truck.

How many cases of merchandise can be delivered by--

9. 15 bulk delivery vans?

10. 8 conventional delivery trucks?

11. 32 conventional delivery trucks?

12. 20 bulk delivery vans?

13. 3 bulk delivery vans and 8 conventional delivery trucks?

14. 40 bulk delivery vans and 100 conventional delivery trucks?

A receiving clerk uses math to estimate the number of items or parts in a shipment.

EXAMPLE

Sometimes, a receiving clerk receives many packages with hundreds, or even thousands, of items in each package. Rather than count the items in <u>each</u> package, the receiving clerk counts the <u>number</u> of packages. Then the clerk counts the number of items in one package. This number should be approximately the same for each package. It can be used to estimate the total number of items in the shipment.

One package has 175 items. There are 98 packages. What is the total number of items?

175 items x 98 packages = 17,150 items

There are approximately 17,150 items in the entire shipment.

NOW YOU TRY IT

Practice Exercise C

15. A shipment contains 123 boxes of staplers. One box has 24 staplers in it. How many staplers are in the whole shipment?

16. A shipment of workbooks is received containing 88 packages. One package has 20 workbooks. How many workbooks are in the entire shipment?

17. There are 250 cases of fruit punch in a shipment. Each case contains 40 boxes of punch. How many boxes of fruit punch are in the entire shipment?

18. A lawnmower motor weighs 23.75 pounds. A shipment of these motors weighs 8,312.5 pounds. How many motors are in the shipment?

19. The label on a box of bolts says there are 450 bolts inside the box. The box weighs 20 pounds. If the entire shipment weighs 1,840 pounds, how many bolts are in the shipment?

20. A box contains 10 <u>dozen</u> rulers and weighs 3-1/2 pounds. The entire shipment weighs 304-1/2 pounds. How many rulers are in the shipment?

A receiving clerk uses math to measure weights.

EXAMPLE

A receiving clerk works with fork-lift trucks. A fork-lift truck has a maximum weight capacity. The maximum weight capacity is the most weight the truck can carry without breaking. If a fork-lift truck has a maximum weight capacity of 300 pounds, how many 50-pound packages can it carry?

300 pounds ÷ 50 pounds = 6 packages

The fork-lift truck can carry 6 of the 50-pound packages.

NOW YOU TRY IT

Practice Exercise D

For the problems below, assume that the fork-lift truck has a maximum weight capacity of 300 pounds.

21. A package of index cards weighs 15 pounds. How many packages can the fork-lift truck carry?

22. A package of notebook paper weighs 25 pounds. How many packages can the fork-lift truck carry?

23. An entire shipment of dictionaries weighs 900 pounds. How many trips must the fork-lift truck make to move the shipment?

24. An entire shipment of typewriters weighs 1,392 pounds. How many trips must the fork-lift truck make to move the shipment?

WHERE DOES A RECEIVING CLERK WORK?

As a receiving clerk, you could work in a store, warehouse, business, or factory. The tasks you do and the products you work with will depend on where you work. However, your main task will be the same. As a receiving clerk, you make sure that items are received in good condition.

As a receiving clerk, you will work under a head receiving clerk or supervisor. Your supervisor will--

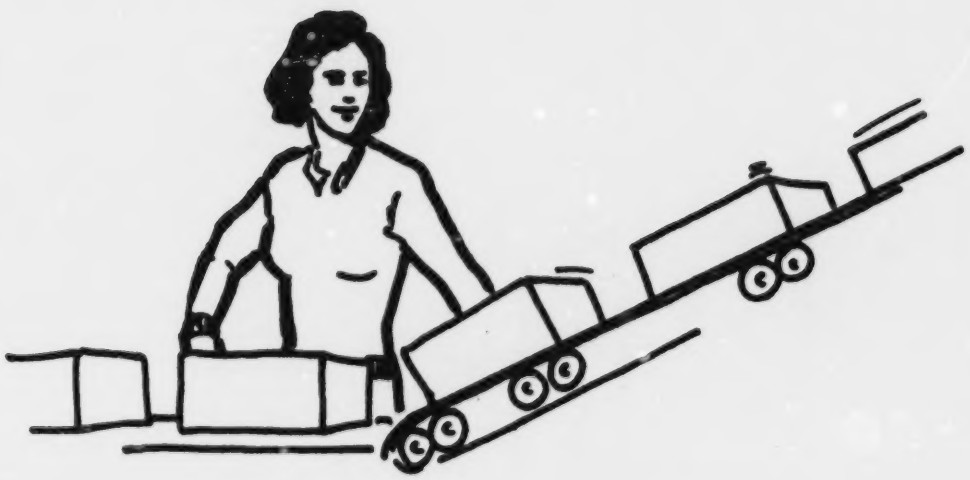
- help you with special problems
- give you instructions
- check your work

You will also work with delivery people. A delivery person will--

- deliver the shipment
- wait for you to check that the number of items in the shipment are correct and undamaged
- take back damaged items

Receiving clerks use special types of equipment to perform their work. As a receiving clerk, you may use--

- calculators or adding machines
- typewriters or computers
- hand trucks to move boxes or containers of merchandise
- hand-held scanners to "read" the name and code number of an item from coded labels
- a conveyor belt to automatically move material or merchandise from one location to another



IF YOU ARE INTERESTED IN

THE WORK OF A RECEIVING CLERK

AND WOULD LIKE TO KNOW MORE,

READ ON

WHAT TRAINING, EDUCATION, AND EXPERIENCE DO YOU NEED TO BECOME A RECEIVING CLERK?

Although there are no special requirements to be a receiving clerk, you should be a high school graduate. The best way to prepare for a job as a receiving clerk is to take courses in math, geography, typing, and bookkeeping at your high school.

As a receiving clerk, you will learn skills on the job. You will help experienced receiving clerks do their work. Experienced receiving clerks will show you what to do and train you on the job.

Taking every chance to learn new skills and tasks will help you do a better job. Good math skills will also help you perform your work as a receiving clerk.

DO YOU WANT TO DO MORE RECEIVING CLERK'S MATH?

Practice Exercise E

The numbers listed below are item stock numbers. The numbers on the left are printed on the package labels. The numbers on the right are listed on the order form or invoice. Both numbers on each line should be the same. Are they?

	Package Label Stock Number	Invoice Stock Number	Yes	No
25.	974 01D	974 01D	___	___
26.	926 09D	926 09D	___	___
27.	942 21E	924 21D	___	___
28.	942 23D	942 32D	___	___
29.	961 20E	921 60E	___	___
30.	974 02E	974 02E	___	___

Practice Exercise F

Bulk delivery vans carry 1200 cases per van.
Conventional delivery trucks carry 250 cases per truck.

How many cases of merchandise can be delivered by--

31. 13 bulk delivery vans?

32. 7 bulk delivery vans?

33. 22 conventional delivery trucks?

34. 15 conventional delivery trucks?

35. 5 bulk delivery vans and 5 conventional delivery trucks?

36. 60 bulk delivery vans and 110 conventional delivery trucks?

Practice Exercise G

37. A shipment of nails weighs 937.5 pounds. These nails weigh 2 pounds 8 ounces for every 1500 nails. How many nails are in the entire shipment?

38. Oranges weigh approximately 14 pounds 4 ounces for 20 oranges. A shipment of oranges weighs 855 pounds. How many dozen oranges are in the shipment?

39. There are 275 packages of rubber bands in a shipment. The package label says there are 50 to 80 dozen rubber bands in each package. What is the smallest possible number of total rubber bands? The largest possible?

40. A shipment contains 600 boxes of wing nuts. The box labels say that each box contains 50 gross (1 gross = 12 dozen) wing nuts, plus or minus 5%. What is the smallest number of wing nuts in the shipment? The largest?

Practice Exercise H

If the maximum weight capacity for a fork-lift truck is 600 pounds, how many packages can the fork-lift truck carry if each package weighs--

41. 5 pounds?

42. 15 pounds?

43. 8 pounds?

44. 24 pounds?

45. 150 pounds?

DO YOU WANT TO EXPLORE SOME MORE?

1. Visit your school library. Ask the librarian for materials about receiving clerks and the work they do.

2. Talk with your high school guidance counselor. Ask your guidance counselor for more occupational information about receiving clerks.

3. Arrange to visit a business or industry that hires receiving clerks. Watch a receiving clerk at work. Talk to the receiving clerk about the work that a receiving clerk does. Find out what the receiving clerk likes and dislikes about the work of a receiving clerk.

4. Get a part-time job as a receiving clerk, errand person, or stockroom helper. Watch the work that is done in receiving departments.

5. Are you interested in other jobs which are similar to that of the receiving clerk?

   - **Shipping clerks** send out and keep a record of items being shipped.
   - **Stock clerks** store and get items from a storeroom or warehouse.
   - **Material clerks** control the flow of materials to places in factories and plants.
   - **Distributing clerks** deliver material to places within companies.
   - **Library clerks** put away books according to the library control number.
   - **Order fillers** get items listed on order forms.

   You must have good math skills to do these jobs well. Most of these workers add, subtract, multiply, and divide every day on the job.

GLOSSARY

Asterisk (*): a mark that tells you to look at the bottom of the page for the meaning, or definition, of the word.

Glossary: a list of words with their meanings.

Invoice: an itemized list of merchandise. An invoice lists the amount of merchandise shipped and its price.

ANSWER SHEET

Practice Exercise A

1. Yes
2. No
3. Yes
4. Yes
5. No
6. No
7. Yes
8. No

Practice Exercise B

9. 18,000
10. 2,000
11. 8,000
12. 24,000
13. 38,000
14. 73,000

Practice Exercise C

15. 2,952
16. 1,760
17. 10,000
18. 350
19. 41,400
20. 10,440

Practice Exercise D

21. 20
22. 12
23. 3
24. 5

Practice Exercise E

25. Yes
26. Yes
27. No
28. No
29. No
30. Yes

Practice Exercise F

31. 15,600
32. 8,400
33. 5,500
34. 3,750
35. 7,250
36. 99,500

Practice Exercise G

37. 562,500
38. 100
39. 165,000; 264,000
40. 410,400; 453,600

Practice Exercise H

41. 120
42. 40
43. 75
44. 25
45. 4